



REAL ESTATE COMMISSION

APPRAISER LICENSING & CERTIFICATION BOARD

JOB VACANCY ANNOUNCEMENT SYSTEMS ADMINISTRATOR Information & Technology Services Division

Job Posting Number:	1508-24-ITS	Monthly Salary:	\$4,800 – 5,500
State Classification:	Network Specialist IV	Class No., Group:	0290, B22
Location:	Austin	FLSA Status:	Exempt
Work Week:	Monday-Friday, 40 hours/week (flex schedule may be possible after first evaluation)	Travel:	None
Posting Date:	August 14, 2015	Closing Date:	Until Filled
Job Summary:	Work involves coordinating activities associated with a local area network or wide area network; coordinating network design and installation, policy development, training, monitoring, and analysis of existing hardware and software; Server administration and evaluating potential network enhancements.		
Minimum Education:	Graduation from an accredited four-year college or university with major course work in computer science, computer information systems, management information systems or a related computer field. Experience may substitute for education on a year-for-year basis.		
Required Qualifications:	<ul style="list-style-type: none">• Minimum 5 years work experience with Windows Server operating systems (2003, 2008, 2012)• Minimum 3 years work experience planning, managing and maintaining network infrastructure and network security• Minimum 2 years work experience with Dell network equipment (switches, routers)• Minimum 2 years work experience with Dell SonicWALL firewall		
Job Duties:	<ul style="list-style-type: none">• Advise users and analyzes problems concerning infrastructure components and the efficient use of information technology systems• Coordinate the update of infrastructure components with patches, upgrades and configuration requirements• Establish and ensure appropriate security controls over the infrastructure are maintained• Provide assistance in the design, development, and maintenance of various infrastructure components• Manage vendors and vendor relationships• Work with procurement team to ensure timely purchase of equipment• Perform other duties as assigned		
Knowledge, Skills and Abilities:	<ul style="list-style-type: none">• Skill in providing excellent customer service to both internal and external customers• Skill in applying tact and diplomacy with others to gain cooperation and compliance• Effective verbal and written communication, human relations, and organizational skills• Excellent analytical, troubleshooting and problem solving skills• Effective critical thinking skills• Ability to interpret and translate customer requirements into operational cyber actions• Ability to communicate technical concepts to professional, non-technical customers• Ability and willingness to learn new skills and contribute current skills to other team members• Ability to work successfully in a dynamic, multi-tasking environment• Ability to successfully function as a team member and work effectively with team leaders, managers, and co-workers		

TREC/TALCB is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in employment or in the provision of services. Applicants should communicate requests for disability-related accommodations during the application process to Human Resources. 1-800-RELAY TX (for hearing impaired).

TREC participates in E-Verify and will provide the Social Security Administration and, if necessary, the Department of Homeland Security with information from each new employee's Form I-9 to confirm work authorization.

Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.

Applicants who possess a valid Texas Real Estate License will be required to place their license in an "Inactive" status.

Only applicants interviewed will be notified of their selection or non-selection. Resumes will not be accepted in place of a completed application.

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SYSTEMS ADMINISTRATOR
Information & Technology Services Division
(Continued)

Preferred Qualifications:

- Work experience with Linux operating systems
- Work experience with Cloud implementations
- Work experience with the installation and management of Hyper-V
- Work experience with VoIP

Additional Requirements:

- Cover letter detailing how your education and experience meets the requirements of the position
- Resume

Environmental & Physical Conditions:

Normal office work environment, mostly sedentary in nature. May involve walking; standing; remaining stationary for long periods of time; pulling and pushing; kneeling, stooping and bending; and safely lifting and carrying items weighing up to 30 pounds. Work involves extensive telephone usage and repetitive hand/wrist/finger motions while using the computer.

To Apply:

Submit a complete (no blanks) State of Texas Employment Application to: human.resources@trec.texas.gov

Contact:

Glenn Tramel, Human Resources 512-936-3604

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